

MINUTES OF MEETING OF BOARD OF PUBLIC WORKS, JANUARY 28, 1941

The Board of Public Works met in the office of the Governor, at the State House, Annapolis, Maryland, on Tuesday, January 28, 1941.

There were present:

Herbert R. O'Connor, Governor
J. Millard Tawes, Comptroller
Hooper S. Miles, Treasurer

Mr. Walter N. Kirkman, Director of the Department of Budget and Procurement, was also present.

CHELTHENHAM SCHOOL FOR BOYS:

The Board discussed the budget of Cheltenham School for Boys, for 1941 because of the reorganization of the personnel of the institutions occurring at this time, resulting in the need for additional funds beyond the amount set forth in the institution's budget for the current fiscal year.

The Board agreed to make available to the institution, by budget amendment to be approved by the Governor, the receipts from the sale of farm products, etc., this year, estimated at \$4,000.00, which would approximately take care of the additional requirements, estimated to be \$4,030.73.

COMPTROLLER OF THE TREASURY:

The Comptroller brought to the attention of the Board the following claims for refunds of taxes:

Alcoholic Beverages Tax Division:

Cluff & Pickering, Ltd.	\$425.00	
Liquor Control Board for		
Queen Anne's County, Md.	78.50	
Sisters of Charity, St. Joseph's College	10.00	
Rev. Francis J. McVeigh	20.30	
Rev. S. A. Wachowiak	10.20	
Rev. Pierce F. Redden	10.78	
Rev. W. Carroll Milholland	1.92	
Rev. Gilbert McDonald	1.48	
Rev. J. M. Johnson	1.00	
Rev. John H. Eckenrode	1.92	
Rev. Charles C. Kerr	1.92	
Dominican Nuns, Dominican Monastery	.96	
Rev. John J. Coady	.96	
Mt. St. Joseph's College	4.10	
" " " "	3.00	
Post Exchange, Aberdeen Proving Ground	105.86	
" " " "	21.92	
N.C.O. Club, Edgewood Arsenal	41.70	
Post Exchange, Edgewood Arsenal	84.81	
" " " "	64.36	
" " " "	153.52	
Sub-Exchange, Arlington Cantonment,		
Fort Howard	8.77	
" " " "	2.30	
Post Exchange, Holabird Quartermaster Dep.	67.80	
" " " "	46.14	
Post Exchange, Fort George G. Meade	105.57	
Post Exchange, Marine Barracks, Naval		
Powder Factory, Indian Head	4.52	
" " " "	5.33	
Ship's Service Store, U. S. Coast Guard		
Depot, Curtis Bay	31.21	
" " " "	31.71	\$1,347.56

Corporation Taxes:

Billhimer & Palmer Motor Co.	\$40.37	
The Farmers & Planters Co.	15.19	
The Great Falls Farms Corp.	1.30	
Investors Distributing Shares, Inc.	23.00	
Casey Jones, Inc.	19.73	
Laurel Pharmacy Co. of Prince George's County	4.24	
World Wide News & Service, Inc.	2.34	
Compo Shoe Machinery Corp.	13.58	
The Hinkins Steamship Agency, Inc.	25.00	
J. B. Wailes & Sons Co.	24.15	\$168.90

Income Tax Division:

Mrs. Mary D. Greenlaw - 1937	\$34.88	
Park O. Beaver - 1937	12.39	
Percy J. Potter - 1937	3.10	
Thomas H. Porter - 1937	6.64	
Miss Winifred C. Gunning - 1937	1.09	
George D. Spicer, Jr. - 1937	.82	
Comptroller of the Treasury - 1937 tax to apply to Income Tax due for 1939 by Dr. Victor F. Cullen	5.00	
General Elevator Co., Inc. - 1937	406.57	
The H. C. Heiss Co. - 1937	24.53	
Commercial Small Loan & Finance Company - 1937	169.50	
Edward A. Wareham - 1938	4.41	
George D. Spicer, Jr. - 1938	.65	
Whiteford W. White - 1938	8.47	
Comptroller of the Treasury - 1938 tax to apply to Income Tax due for 1937 and 1939 by W. H. Winstead Co., Inc.	26.63	
Commercial Small Loan & Finance Company - 1938	198.07	
Mrs. Ansilia Ramacciotti - 1937	5.30	
William Shipley - 1938	12.21	
Comptroller of the Treasury - 1937 tax to apply to 1939 tax by Maryland Biscuit Co.	109.50	
Comptroller of the Treasury - 1938 tax to apply to 1939 tax by Maryland Biscuit Co.	20.54	\$1,140.61

Total

\$2,657.07

COURT COSTS:

The Board approved for payment bill of The Daily Record Company in the amount of \$38.00, covering cost of 40 copies Appellee Brief No. 73, Ahlgren vs. Cromwell, dated November 11, 1940, The State Law Department having approved this bill. Payment to be made from Item #208 of the budget of the Board of Public Works.

HALL OF RECORDS:

The Secretary brought to the attention of the Board, a communication of January 28, 1941, from Dr. Morris L. Radoff, Archivist, Hall of Records, requesting authority to purchase a 2-cell Photostat Syphon Washer from the Photostat Corporation, Rochester, New York, at a cost of \$160.00 delivered at Annapolis, with payment to be made from the amount available to the Hall of Records for equipment in the General Bond Issue of 1939. Dr. Radoff stated that the purchase would be made through the Department of Budget and Procurement in the usual manner.

The Board approved the request of Dr. Radoff for authority to make this purchase.

LEASES:

Mr. Kirkman submitting to the Board, with his recommendation, lease between the Maryland Public Library Advisory Commission and Enoch Pratt Free Library, for a term of one year; 5,000 square feet, at 24¢ per square foot, (\$1,200.00 per year); payable in monthly installments of \$100.00 each, in advance, this rental to include heat.

The Board approved Mr. Kirkman's recommendation, and authorized execution of the lease.

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Mr. Kirkman submitted lease between the State Athletic Commission and The Union Trust Company of Maryland, for 332 square feet at \$1.50 per square foot; for a term of thirty-two (32) months; yearly rental of \$500.00, payable in monthly installments of \$41.67. Office 612 Union Trust Building.

The Board approved Mr. Kirkman's recommendation, and authorized execution of this lease.

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Mr. Kirkman brought to the attention of the Board a proposed lease for the offices used by the State Bank Commissioner, in the Union Trust Building, consisting of 3,450 square feet at a rental of \$6,650.00, or \$1.92 per square foot.

Attention was called to the fact that the \$1.92 per square foot included air conditioning, and if this was not desired, the cost per square foot would be reduced to \$1.60, the same rental being paid by other offices in the Union Trust Building.

The Board thought it unnecessary to consider the question of air conditioning of the office, and authorized the execution of the lease at the rate of \$1.60 per square foot, with the lease to continue in effect until the 30th of September, 1943, to coincide with the expiration dates of leases for other space in the building, now used by various state offices, if this could be done. The matter was referred to Mr. Kirkman for completion.

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Mr. Kirkman called attention to the fact that space is being offered to the State by Joshua G. Harvey, in the Manufacturers Record Building, the cost of which would be 50¢ per square foot. The space offered comprises two floors, and a basement at an additional charge of \$1,000.00 for the basement.

Mr. Kirkman also stated that space in the McCawley Building was available to the State; although this is a manufacturing building, it has been used for offices. A price of 30¢ per square foot was also submitted.

The Board agreed that no consideration could be given to the use of these spaces at the present time because there are no State Agencies in need of such space.

MARYLAND PUBLIC LIBRARY ADVISORY COMMISSION:

See: Leases, of these minutes.

MARYLAND STATE GAME AND INLAND FISH COMMISSION:

The Secretary brought to the attention of the Board a communication dated January 3, 1941, from Mr. E. Lee LeCompte, State Game Warden, relative to the building of two additional buildings, one at the Gwynnbrook State Game Farm and the other at the Wicomico State Game Farm, of frame construction, two stories, 20 x 40 feet in size, as fully described in Mr. LeCompte's letter. The Board approved this request, and authorized the execution of contracts by the State Game Warden with:

R. I. Murray Co., Owings Mills, Md.	\$2,072.00
C. T. Jenkins and	
E. S. Adkins, Salisbury, Md.	2,127.00,

for the erection of the buildings at Gwynnbrook and Wicomico, respectively, Mr. Kirkman having recommended that such contracts be made.

MILITARY DEPARTMENT:

The Secretary brought to the attention of the Board a communication dated January 6, 1941, from Mr. James A. Walton relative to his claim for compensation in the matter of armory site for the Annapolis Armory.

The Board felt that there was no action required at this time, because the matter had been settled at a meeting of the Board held December 17, 1941.

RENT APPROPRIATIONS:

The Board authorized the transfer, from appropriations available to certain departments, in their budgets for the fiscal year 1941, to the General Treasury, of the following amounts appropriated for rent to those departments:

Board of Correction	\$1,700.00
Conservation Department	4,002.00
Maryland Bureau of Mines	600.00
State Board of Funeral Directors and Embalmers	500.00
State Board of Hairdressers and Beauty Culturists	1,400.00
	<u>\$8,202.00,</u>

because of the fact that these departments are located in the State Office Building and the rent appropriations are not needed in the current fiscal year.

SPRING GROVE STATE HOSPITAL:

The Secretary brought to the attention of the Board a communication dated December 18, 1940, from the Board of Mental Hygiene requesting authority to charge-off as uncollectible on the books of Spring Grove State Hospital an item of \$163.89 being the balance due for the maintenance of Mary A. Fryer, deceased, a former patient at that institution.

It was stated that the State had been able to collect on its claim of \$800.00 for maintenance, the sum of \$646.11, leaving this balance of \$163.89 still due. The facts in the case reveal that there are no funds available out of which this balance can be paid.

Accordingly, the Board approved the request of the Board of Mental Hygiene that this balance be charged-off as uncollectible.

STATE ATHLETIC COMMISSION:

See: Leases, these Minutes.

STATE BANK COMMISSIONER:

See: Leases, these Minutes.

STATE DEPARTMENT OF EDUCATION: (City of Salisbury, Md.)

Mr. Kirkman reported relative to the sewer connection for the State Teachers' College at Salisbury, Maryland, about which the Harbor Master of Salisbury had communicated with the Board in December 1940. After discussing the matter, it was agreed that Mr. Kirkman should arrange for a conference with Dr. Cook and Dr. Blackwell, and decide what is best to be done in the matter.

STATE DEPARTMENT OF FORESTRY:

The Secretary brought to the attention of the Board a communication dated January 4, 1941 from F. W. Besley, State Forester, for authority for the purchase of two tracts of land in Garrett County, as additions to the

Potomac State Forest:

24 acres from Mrs. Effie J. Smith at \$2.00 per acre
555 acres from Joseph L. White, at a total cost of
\$900.00.

The Board approved the request of the State Forester.

STATE DEPARTMENT OF HEALTH:

The Secretary brought to the attention of the Board a communication dated December 26, 1940, from Dr. W. J. French, Deputy State Health Officer, requesting authority to use a room in the basement of the State Office Building, Annapolis, Maryland, to the right of the entrance from Bladen Street.

Mr. Kirkman stated that there was need for space for the work done by the Anne Arundel County branch of the State Department of Health and that it would be very helpful to the Department if this space could be made available. The Board requested Mr. Kirkman to meet with Mr. Cromwell, Superintendent of Public Buildings and Grounds, to look over the space, with a view to determining its availability for the purposes of the Department of Health.

STATE DEPARTMENT OF PUBLIC WELFARE:

Mr. Kirkman submitted to the Board a statement which had been turned over to him by the State Department of Public Welfare showing the expenditures of the Department for the various categories for relief for the first quarter of the current fiscal year, and the estimated requirements for the balance of the fiscal year.

In considering this statement, it was noted that the State Department of Public Welfare had set up a Reserve Account of \$108,000.00, which it was indicated was an amount in excess of the allocations which it was thought would be sufficient to take care of the requirements for the remainder of the year. This being the case, the Board felt it desirable to impound the amount of \$108,000.00 shown as a Reserve Fund for the year, and not to authorize the expenditure of any of it unless some need therefor would be shown by the State Department of Public Welfare, later.

STATE INDUSTRIAL ACCIDENT COMMISSION:

The Secretary brought to the attention of the Board a communication dated January 8, 1941, from the State Industrial Accident Commission, suggesting that \$125,000.00 of cash in the State Accident Fund be invested in securities.

Mr. Miles suggested that the investment of this money be deferred a little longer since he thought there would be new issues coming out in the near future which would give the State an opportunity to invest the money to better advantage.

The Board approved the suggestion made by Mr. Miles.

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Mr. Kirkman called attention to the fact that there is First-Aid Station at the Baltimore City Water Tunnel, consisting of a building and medical equipment. Mr. Kirkman stated that the building, which cost \$1,150.75, can be sold for \$150.00 at the present time, with the requirement that the purchaser remove same. This building was constructed in connection with the building of the water tunnel from Loch Raven to Baltimore City, and was used as a first-aid station by the State Accident Fund in taking care of accidents occurring on the construction work.

Mr. Kirkman advised that there is a small amount of medical equipment remaining in the building, since the construction of the tunnel.

Mr. Kirkman recommended the acceptance of the offer of \$150.00 for the building and requested that he be authorized to offer the medical equipment to

the various state hospitals and departments, as he believed that there would be use for it by some of these agencies.

The Board approved the recommendation and request of Mr. Kirkman.

STATE RECORDS: (Disposition of Same)

The Secretary brought to the attention of the Board a matter which had ^{not} been closed after discussion during the session of the General Assembly of 1939, concerning the disposition of useless and obsolete records in the custody of the various State Agencies.

The members of the Board felt that it was not necessary to keep all of the papers coming into the hands of the various State Agencies and that some authority should be obtained for the disposition of such records as are of no further use to the State. The Board was agreeable to the suggestion that the matter be taken up with the Attorney General with a view to having a bill prepared granting authority to a Committee composed of the State Archivist, the Director of the Department of Budget and Procurement, and a representative of the State Comptroller's Office, to pass upon requests from various State Agencies for authority to dispose of any papers or records which it was felt were of no further use to the State.

The Secretary was instructed to contact the State Law Department with a view to having such a bill prepared for passage by the General Assembly of 1941, now in session.

STATE ROADS COMMISSION:

The Secretary brought to the attention of the Board a communication dated January 14, 1941 from the Chairman of the State Roads Commission, with a voucher identified as List #176-41, covering two items aggregating \$1,500. for the services of Elmer J. White, as Superintendent of the Susquehanna River Toll Bridge. The letter explained that some controversy arose as to the eligibility of Mr. White to fill the position, and that as a result of proceedings which were instituted by Mr. Elwood E. Schafer, who had been certified for the position, because of his status as a Veteran, by the State Employment Commissioner, it was determined by the Court that the certification of the Commissioner must be followed and Mr. Schafer given the appointment.

However, the State Employment Commissioner refused to approve the employment of Mr. White for the months September, October, November and December, 1940, and January 1941, at the rate of \$300.00 per month, or a total of \$1,500.00. The Trustee which had paid \$600.00 in salary to Mr. White, refused to make further payments and requested that it be reimbursed for the \$600.00 which had been paid to Mr. White before the institution of the proceedings which determined that he was not legally entitled to the position. The remaining amount of the claim of \$900.00 was requested by the State Roads Commission to be paid directly to Mr. White, with all payments totaling the \$1,500.00 to be charged to the 01 account in the budget of the State Roads Commission.

After due consideration, it was decided by the Board that it would not be proper to charge the salary of the Superintendent of the Bridge for the five months to the 01 account of the State Roads Commission, since the operating expenses of the Bridge are a charge against the tolls received from the use of the Bridge. The Board felt, however, that it could see no objection on the part of the Trustee to the payment of the \$1,500.00 out of the tolls received, since payment would have been made from those receipts had Mr. White been duly certified for employment as Superintendent, as he rendered the services for the five months and there would be no claim from Mr. Schafer for any compensation for those months during which Mr. White served, Mr. Schafer being willing to take up where Mr. White left off.

STOCK CERTIFICATES:

Mr. Miles brought to the attention of the Board the fact that he has been holding various certificates issued by banks which closed out of the reorganization of such banks, covering funds which were on deposit in the banks, belonging to persons in State Institutions, the certificates being issued in the name of the Treasurer of the State of Maryland. Mr. Miles requested authority to assign these certificates to the various institutions in connection with which they were originally issued, so that any value attaching to the certificates would be under the control of the heads of the institutions rather than the State Treasurer, since any funds covered by the certificates would not belong to the State but to students and patients in such institutions, for whom those in charge of the institutions might be regarded as Trustees.

The Board approved Mr. Miles' request and authorized him to assign the following certificates:

County Trust Company Certificate of Stock #14449 for three shares to be assigned to State Teachers' College, Salisbury.

County Trust Company Certificate of Stock #F16055 for 18/100 share to be assigned to State Teachers' College, Salisbury.

Peoples Liquidating Corporation of Frederick Certificate of Beneficial Interest #28232, face amount \$2,398.39 to be assigned to Board of Managers of Springfield State Hospital.

Western Maryland Trust Company Certificate of Stock #1701 for two shares to be assigned to Board of Managers of Springfield State Hospital.

UNIVERSITY OF MARYLAND:

Mr. Kirkman submitted for the approval of the Board, contracts for electricity for the University of Maryland, from the Potomac Electric Power Company, the contract having been approved by the Public Service Commission.

The Board authorized the execution of this contract.

MARYLAND STATE POLICE:

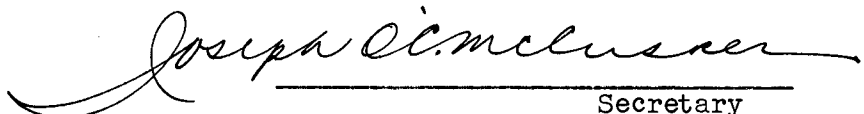
Mr. Kirkman took up with the Board the question of disposal of unserviceable material, by the Maryland State Police. He stated that there were two gas radiators at the Cumberland Barracks, in service ten years, for which \$7.00 has been offered. He recommended that this offer be accepted.

There are also two gas heaters, one porcelain and one tin which are unserviceable, which he recommended be disposed of as junk.

Also, there are eighteen paper window shades at Conowingo, and he recommended that these be disposed of as junk when new shades are installed.

The Board approved all of the recommendations made by Mr. Kirkman.

There being no further business, the meeting was adjourned.


Secretary